GENERAL PROCEDURES FOR REORGANIZATION OF ACADEMIC UNITS

Academic Affairs Policy Statement No. 19

1. References
   b. Bylaws of the University Council of the University of Georgia, 2006.

2. Objectives

   This document provides the general procedure for the change of organizational structure of an academic unit. Changes of organizational structure include dissolution, reorganization, or transfer of academic units or any reassignment or transfer of a group of faculty for the purpose of academic restructuring. The term "academic unit" includes schools, colleges, departments, and any other unit that reports to the Office of the Vice President for Instruction.

3. Policy
   a. The organizational structure of academic units is tied to the educational mission of the university. Faculty governance plays a central role whenever the organizational structure of an academic unit changes, affirming the importance of an appropriate faculty voice in carrying out the university’s educational mission.
   b. Academic units subject to this policy include schools, colleges, and departments. Because institutes and centers are covered by another university policy, they are not subject to this policy.
   c. A proposal for change in the organizational structure of an academic unit should be justified in terms of the academic mission of the university. If changes are proposed for administrative or fiscal reasons, the proposal should be mindful of disciplinary and interdisciplinary integrity.
   d. These guidelines are not meant to be invoked upon the reassignment of an individual faculty member. When a reassignment involves two or more faculty members in the same academic unit and is involuntary, the faculty members can decide that the reassignment is a result of a change in the organizational structure and request that the unit comply with this policy and submit a proposal for reorganization. The University Curriculum Committee and the Executive Committee of the University Council should be informed of this request.
   e. No organizational change shall be implemented prior to approval of the University Council, the University President, and the Board of Regents when Regents’ policy requires such. If, at any time in these procedures, the Executive Committee of University Council finds that implementation of the structural change has begun before approval of the University Council, the Executive Committee will not forward the proposal until such implementation has been reversed.
f. For use in this policy, faculty shall consist of the Corps of Instruction as defined in the Board of Regents Policy Manual, 302, [http://www.usg.edu/regents/policymanual/300.phtml](http://www.usg.edu/regents/policymanual/300.phtml) and ex-officio members as designated by the University of Georgia Statutes, [http://www.uga.edu/provost/us.htm](http://www.uga.edu/provost/us.htm)

4. Routing

Proposals initiated at the department level require the approval of the department head and a vote of directly affected faculty within the unit. If the directly affected faculty vote to approve the proposal, a record of the vote should be included in the proposal when it is submitted to the school or college for consideration. After approval by the dean of the school or college, the proposal should be submitted to the Graduate School for consideration if the unit offers graduate programs or includes graduate faculty. After approval by the Dean of the Graduate School, the proposal should be submitted through the Office of the Provost to the University Curriculum Committee for consideration. If routing to the Graduate School is not applicable, the proposal should be submitted through the Office of the Provost to the University Curriculum Committee for consideration. After approval of the University Curriculum Committee, the proposal will be submitted to the Executive Committee of Council. The Executive Committee will determine if the proposal is complete for consideration by University Council. After approval at University Council, the proposal will be submitted to the President for final approval unless Board of Regents policy requires that the proposal be sent to the Board of Regents for consideration. If the proposal for reorganization occurs at a level beyond department, the routing above should be followed from that point forward.

If the directly affected faculty vote to reject the proposal, an external review panel will be established. After the external review panel submits a report, the directly affected faculty will have another opportunity to vote. The record of the vote and the external review panel report will be added to the proposal and the proposal will follow the routing specified above. If the second vote of the directly affected faculty is to reject the proposal, the proposal will be considered at two consecutive University Council meetings to allow opportunity for input.

5. Procedures

The originator of the request should prepare a proposal following the format provided under #6, Format for the Proposal, of this policy. All faculty groups determined to be directly affected by the proposed change are entitled to vote on the proposal. Related departments affected by the proposed change should be identified and given an opportunity to submit views on the proposal.

Voting: in accordance with the provisions of this policy and as set forth in the proposal, each directly affected faculty group shall hold a meeting to discuss the proposed change and to vote, as individuals, on the proposal. All votes are anonymous and shall be recorded and reported by the number voting to approve, the
number voting to reject, and the number abstaining. The number of faculty eligible to vote shall also be reported.

a. **Faculty Approved Vote:** If two-thirds of the eligible, directly affected faculty group votes to approve the proposal, the proposal will follow the process provided in the routing section of this policy.

b. **Faculty Rejected Vote:** If at any step in the above described procedure a directly affected faculty group votes to reject the proposal, the procedure shall be interrupted and the following will be conducted:
   
a) **External Review Panel:** The proposal shall be submitted to the University Curriculum Committee so that this committee may select and convene a review panel external to the unit of at least three experts selected from nominations by the academic unit’s faculty, the Provost’s Office, and, if appropriate, the Dean’s Office to which the academic unit reports. The selection, visit, investigation, and report of this external panel shall be coordinated by the University Curriculum Committee. The external review panel shall give ample opportunity for all directly affected faculty groups to have their voices heard in the review process. The report of the panel should include a discussion of the academic merits of the proposal and be completed within four months.

b) **External Review Panel Report:** The final report shall be delivered to the University Curriculum Committee and the originator of the proposal. The originator of the proposal will be given an opportunity to change the proposal in accordance with the recommendations of the review panel. The proposal and report of the External Review Panel will be distributed to all affected faculty groups and the directly affected faculty will have a new opportunity to vote on the proposal. A record of all votes, whether to approve or reject, shall be included in the proposal.

c) **Vote to Reject after External Review:** A vote to reject will not stop consideration of the proposal, but such votes should be taken into consideration at each step of the review procedure. If there is a vote to reject by any directly affected faculty group, then the University Council will consider the proposal in two consecutive meetings. At the first of these meetings the proposal will be presented for discussion as an information item. At the second of these meetings the University Council will vote on the proposal. The purpose of this two-step process is to ensure that faculty, staff, students, and administration throughout the university have ample opportunity to become informed of the change and to voice their opinions about the proposal.

### 6. Format for the Proposal

Any proposed change in the organizational structure of an academic unit must be in writing and be presented to the university's president, provost, and directly
affected faculty groups as well as the department heads, deans, and vice presidents who are directly affected by such change.

The proposal should include the following:

a. Originator of the proposal, name of academic unit.
b. A diagram of the organizational structure before and after the proposed change.
c. Goals/objectives the change is expected to accomplish.
d. Rationale for change. This should include an analysis of the impact of the proposed change on the academic mission of the University. Where appropriate, reference should be made to the strategic plan of the university, strategic plan of the unit to be changed, strategic plan of any unit of which the affected unit is a subunit, and any relevant 5-year plans.
e. Impact on faculty, staff, students, and programs.
f. Resource implications (faculty lines, staff positions, space, equipment, moving expenses, remodeling expenses, etc.).
g. Designation of "directly affected faculty."
h. Designation of related faculty and units that should be informed of the proposal and given an opportunity for response.
i. Timeline for approval and implementation of the change. This should include a timeline for the votes of the directly affected faculty groups, allowing ample time for their consideration while, at the same time, ensuring the progress of the proposal.
j. Implementation plan.
302.01 FACULTY MEMBERSHIP

In all institutions the faculty will consist of the corps of instruction and the administrative officers.

302.02 CORPS OF INSTRUCTION

Full-time professors, associate professors, assistant professors, instructors, lecturers, senior lecturers, and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

302.03 ADMINISTRATIVE OFFICERS

Faculty status of full-time administrative officers will necessarily vary with the size and complexity of the institution. A faculty member who has academic rank and rights of tenure in the Corps of Instruction and who accepts an appointment to an administrative office (other than president) shall retain his/her academic rank and rights of tenure as an ex officio member of the Corps of Instruction but shall have no rights of tenure in the administrative office to which he or she has been appointed. The additional salary, if any, for the administrative position shall be stated in the employment contract and shall not be paid to the faculty member when he or she ceases to hold the administrative position. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership. Administrative officers shall be appointed by the president with the approval of the Board of Regents and shall hold office at the pleasure of the president.

Research and Regional Universities: In addition to the Corp of Instruction, the faculty will include the president, administrative and academic deans, registrar, librarian, chief fiscal officer, and such other full-time administrative officers as the statutes of the institution may designate as having ex officio faculty status.

Each institution is required to file with the office of the Board of Regents a list of administrative offices which have faculty status (by office, not by name of individual).

State Colleges and Universities and Associate Degree Colleges: In addition to the Corps of Instruction, the faculty will consist of the president and the full-time administrative officers, and such other full-time administrative officers as the statutes of the institution may designate as having ex officio status. Each institution is required to file with the office of the Board of Regents a list of administrative offices which have faculty status (by office, not by name of individual) (BR Minutes, 1951-52, pp. 314-319; 1952-53, pp. 159-160; 1953-54, p. 225).
ARTICLE VIII. FACULTIES OF SCHOOLS AND COLLEGES

SECTION 1. Members. The faculty of each school and college, with the exception of the Graduate School, shall consist of the President, the designated Senior Vice Presidents, the designated Vice Presidents, and its Dean, professors, associate professors, assistant professors, and instructors.

The Graduate Faculty shall consist of ex officio members and appointed members. The ex officio members shall be the President of the University, the designated Senior Vice Presidents, the designated Vice Presidents, the Dean of the Graduate School, the Director of Libraries, and the Dean of each school or college currently authorized to offer programs leading to graduate degrees. The appointed members shall be those members of the faculties of the various schools and colleges of the University appointed by the President upon the recommendation of the Dean of the Graduate School.